

**CITY OF HAYWARD**  
**Citizens Advisory Commission**

**Annual Dinner Meeting**

Location: Neumanali Restaurant  
742 B Street, Hayward CA 94541

Wednesday, June 23, 2004

**Agenda**

- I. Call to Order
- II. Attendance
- III. Welcome of Guests
- IV. Public Comments: *(NOTE: The Public Comments section provides an opportunity to address the Citizens Advisory Commission on items not listed on the agenda. The Commission welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the City or are within the jurisdiction of the City. As the Commission is prohibited by State law from discussing items not listed on the agenda, your item will be taken into consideration, and may be referred to staff. Speakers will be limited to 5 minutes each.)*
- V. Approval of May 26, 2004 Regular Meeting Summary Notes
- VI. FY 2004-05 Liaison Assignments / Report Schedule
- VII. Election of FY 2004-05 CAC Officers
- VIII. Future Agenda Items
- IX. Announcements (Non-Action Items)
- X. Adjournment

(over)

CAC summary notes are available by fax, e-mail, or regular mail. For more information, please call (510) 583-4250.

Please do not wear scented products. Persons with environmental sensitivities may be in attendance. Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Please request the accommodation at least 72 hours in advance of the meeting by calling (510) 583-4250, or by calling the TDD line for those with speech and hearing disabilities at (510) 247-3340.



**CITY OF HAYWARD**  
**Citizens Advisory Commission**  
**Summary Notes**  
**May 26, 2004**

**Regular Meeting**

- I. Call to Order:** Chairperson Imazumi called the meeting to order at 6:35 p.m.
- II. Pledge of Allegiance:** Commissioner Mendall led the Commission in the recitation of the Pledge of Allegiance.
- III. Attendance:** Commissioners in attendance signed the Attendance Sheet.

*Note: Record of attendance is kept from June 2003 through May 2004.*

Commissioners	Present This Meeting	All Meetings Year to Date		Regular Meetings Only Year to Date	
		Present	Absent	Present	Absent
April Chan	X	8	5	8	5
Launa M. Craig	X	11	3	11	3
Ramona Flores	O	8	6	8	6
Robert Imazumi *	X	13	1	13	1
Sylvia Jackson	X	6	8	6	8
Tina Jackson-Walda	X	11	3	11	3
Rodney Loche	X	9	4	9	4
Dianne McDermott	X	9	5	9	5
Al Mendall	X	11	3	11	3
Martin Nnam	X	13	1	13	1
Glorious K. Pulliam	X	12	2	12	2
Beverly Reliford	X	10	3	10	3
Diana Schaufler	X	13	1	13	1
Bonnie Thieman	X	8	6	8	6

\* *Chairperson*

**Staff in Attendance:** David Korth, Social Services Planning Manager  
Anne Culver, Community Development Specialist  
Dana Bailey, Community Programs Specialist

- IV. Welcome to Visitors:** There were no visitors.
- V. Public Comments:** There were no public comments.

- VI. Approval of April 14, 2004 Summary Notes:** Commissioner Pulliam pointed out a spelling error in the April Summary Notes. With that correction, Commissioner Mendall made a motion to approve the April 14, 2004 Summary Notes. The motion was seconded by Commissioner Jackson-Walda and approved unanimously.
- VII. Third Quarter CDBG Performance Reports and Financial Summary:** Copies of CDBG-funded agencies' FY 2003-04 Third Quarter Performance Reports were distributed, and Ms. Culver presented a Financial Summary for the program year-to-date. Specific updates were provided regarding the Façade Program, SAVE-WINGS, Seventh Step Foundation, and Planned Parenthood Golden Gate (PPGG). PPGG's recent request to revise its project budget prompted a discussion regarding how such requests are evaluated. Commissioners requested that this issue be placed on a future agenda for additional discussion. Commissioners also requested staff prepare Financial Summaries for the CAC on a monthly rather than quarterly basis.
- VIII. Evaluation of the FY 2004-05 Funding Process:** Commissioners discussed and evaluated the (just completed) FY 2004-05 CDBG Funding Process.

Commissioner Chan said she thought the orientation that was provided to Commissioners in advance of receiving the Applications for Funding was helpful.

Regarding the ARC interviews, Commissioner Chan suggested that during the Technical Assistance Workshop, staff should emphasize to applicants that it is very important to send the most knowledgeable program staff and administrators to represent the agency. She added that when an application is submitted from two collaborating agencies, at least one representative from each agency should attend the interview.

Commissioner Mendall, who was the Application Review Committee (ARC) Chair, said he thought the process went smoothly. He also suggested the CAC continue each year to develop its' Preliminary Recommendations prior to reviewing the Staff's Preliminary Recommendations.

Commissioner Craig suggested that language be added to the current selection procedure for appointing ARC members to clarify that one of the responsibilities of the ARC chairperson is to present the CAC's funding recommendations at the City Council Work Session and Regular Meeting during the first two weeks in May (when CDBG allocations are deliberated).

**Selection of the Restaurant for the June 23, 2004 CAC Annual Dinner Meeting:**

After a brief presentation by the Restaurant Selection Committee (Commissioners Schaufler and Reliford), Commissioner Pulliam made a motion to schedule the Annual Dinner Meeting at *Neumanali*. The motion was seconded by Commissioner Mendall, and approved unanimously.

- X. Nominating Committee Report:** Commissioners Jackson-Walda, McDermott, and Nnam proposed the following Commissioners to serve as CAC Officers for FY 2004-05:

Chair:	Commissioner Mendall
Vice-Chair:	Commissioner Jackson-Walda
Parliamentarian:	Commissioner Imazumi

The FY 2004-05 Elections will take place at the June 23, 2004 Annual Dinner Meeting.

- XI. Approval of FY 2004-05 CAC Meeting Schedule:** A draft CAC Meeting Calendar was distributed for review and discussion. The draft version suggested rescheduling CAC meetings from the fourth Wednesday of each month, to the third Wednesday of each month. The proposed revision would functionally resolve most of the conference-room-scheduling conflicts that have posed problems in the past. Commissioner Craig made a motion to approve the proposed schedule. Commissioner Schaufler seconded the motion, which was approved unanimously.

- XII. City Budget Updates:** Councilmember Halliday was unable to attend tonight's meeting, so this item will be placed on the June 2004 CAC Meeting Agenda.

**XIII. Future Agenda Items:**

- FY 2004-05 Liaison Assignments / Report Schedule (June)
- Election of FY 2004-05 CAC Officers (June)
- Assignment of mentors to newly-appointed Commissioners (July)
- Draft language regarding ARC roles and responsibilities (July)
- Brown Act / Conflict of Interest Law (September)
- City budget updates (as available)
- Monthly CDBG Financial Summary

**XIV. Commissioner Announcements:**

- Commissioner Pulliam announced her son recently passed his PhD exam.
- Commissioner McDermott announced her baby grandson lost his first tooth.
- Commissioner Imazumi announced he will be unable to the Annual Dinner meeting next month. He acknowledged this would be his last meeting as Chairperson, and thanked the Commission for the opportunity to serve.

- XV. Adjournment:** The meeting adjourned at 8:20 p.m.